

OFFICE OF SCIENTIFIC INTELLIGENCE REGULATION

NUMBER 110-1

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PROCEDURE FOR CONTROL FOR ACTION DOCUMENTS

1. The purpose of this regulation is to establish a procedure for the control of action documents within OSI. A central log will be maintained in the Information Branch to:
 - a. Control the flow of action documents to assure correct routing, prompt reply to action papers, and to indicate action taken and final disposition of the papers.
 - b. Record routing of information chits to advise other interested offices of the presence of the action paper within OSI.
2. An action paper is defined as any letter, memorandum, or cable requiring a reply from the AD/OSI, which has been received from the AD level or higher of any CIA component, and all papers received from without CIA requiring a reply by the AD/OSI or higher authority. The Information Branch will determine which papers will require signature by the AD/OSI. The procedure will be applicable to all action paper with the exception of Eyes Only, Addressee Only, and Restricted Data Material. These classifications will be logged in IB and the addressee will be responsible for assuring that appropriate action is taken.
3. The Information Branch will:
 - a. Prepare multiple chit (form 35-1) and indicate the date on which the action paper and its reply are due back in the Branch.
 - b. Prepare an action sheet (form 75-3) attaching it, and appropriate chits to the basic paper.
 - c. Maintain a central log by:
 - (1) An information control number.
 - (2) Heading by office or agency of origin.
 - (3) A tickler file by date the response is due in the branch.
 - d. Notify the Executive Officer, if after notification by phone to the action office, the reply has not been received by the close of the working day on the date due.

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Security Information

4. The Executive Officer will:
 - a. Assign action responsibility to the appropriate component (s).
 - b. Indicate other interested components to receive information chits announcing the receipt of the paper in OSI.
 - c. Dispatch paper to action office.
5. The Staffs and Divisions will:
 - a. Immediately assign internal action responsibility.
 - b. Maintain a file by due date using chit No. 1 and indicate thereon the division due out date.
 - c. Notify Information Branch by telephone so that its records may be accurately maintained when an extension of due date is necessary.
 - d. Return chit No. 6 attached to Action Sheet to the Information Branch if action consists of other than the preparation of a written reply for the AD's signature.